

**RFI PLACE 2007-01**  
**Addendum A**  
**September 11, 2007**

**Section 1 (RFI I-VII: pages 3 - 14)**

**A1**

Would each grantee receive the full \$373,750 over the 3 year 5 month program or would the 5 grantees share the funding?

Each grantee may receive the full \$373,750 over 3 years 5 months, subject to all stipulations in the Sample Agreement

**A2**

Would the funding be provided up front each year or provided as reimbursements subject to the yearly funding availability?

Funding is provided in arrears; refer to page 42 of the RFI and pages 7-8 and 37-39 of the Sample Agreement for the specifics of reimbursement procedures.

**A3**

Would the funding be guaranteed each year or is the actual amount available each year subject to the County Budget adoption process?

Organizations receiving awards will be eligible for three one-year renewals based on performance, continued availability of funds, and approval by DPH and the County Board of Supervisors, as per language on page 5 of the RFI.

**A4**

Are matching funds required? If so, will in-kind funding be acceptable?

Matching funds are not required. However, note that narrative question 5b1 requests information about in-kind resources and indicates that additional points may be allocated as part of the scored evaluation to proposals offering in-kind support (see page 28 of the RFI).

**A5**

(1) What kinds of projects are acceptable? (2) Can you provide more information/definition on the categories, i.e. community design, etc.?

(1) Examples of possible initiatives can be found on pages 9-11 of the RFI. Please also review RFI Section IV: Goals, Rationale, and Outcomes, as well as Section VI: General Phases of the Initiative.  
(2) For a definition of community design, please see the Glossary on page 46 of the RFI.

**A6**

To better understand what you are looking for, is there an inventory of past proposals that have been accepted in this category by the County?

This is the first such Request For Initiatives that the County of Los Angeles Department of Public Health has released. For examples of other active living initiatives, please refer to the Active Living by Design website, at [www.activelivingbydesign.org](http://www.activelivingbydesign.org). Please note, however, that Active Living by Design should only be viewed as a general reference; the PLACE Program's proposal requirements (including, but not limited to, the applicant's required partners) differ from those of Active Living by Design. All RFI-01 proposals should be specifically tailored to PLACE RFI-01 requirements.

**A7**

We would be very interested in submitting a Letter of Intent and Proposal for grant funding. We have visited the PLACE website, but would like to get further information about the program's specifics. Can you please let us know about any upcoming workshops or other opportunities to get more information about PLACE?

No new workshops are currently being planned. However, to be notified of future workshops and grant opportunities, please email [erhoades@ph.lacounty.gov](mailto:erhoades@ph.lacounty.gov) with the subject: "mailing list" and include in the body of the email your full name, title, organization/employer, address, and phone number, and email.

A short "About the PLACE Program" will soon go live on the PLACE Program's website, [www.lapublichealth.org/place](http://www.lapublichealth.org/place).

**A8**

Is (a) bicycle parking or (b) bicycle incentive programs eligible for this grant?

(a) Bicycle parking is eligible for PLACE Program funding as a component of the overall initiative, which must include both a policy change and a physical project. Specifically, an applicant may propose, as part of their overall initiative, (1) a policy initiative regarding the provision of bicycle parking, along with an aligned physical project OR (2) a physical project that constructs bicycle parking in one or more locations, aligned with a related policy change.

(b) A bicycle incentive program is not eligible for PLACE funding unless the proposal is for a policy initiative regarding the provision of bicycle incentive programs; please refer to page 4 of PLACE RFI 2007-01 for information regarding programs. The PLACE Program expects applicants to partner with a complementary program or program(s); however, a program may not be the main focus of the proposal.

**A9**

I'm not sure if our project falls within the guidelines or would be considered for funding. Many parents and children walk through the parking lot of one of our facilities to get to the school just behind it. We would like to create a "safe and healthy" walkway to ensure safe passage. Healthy messages would be strung along the walkway. Current staff would be responsible for the project.

A complete initiative consists of both a policy change effort and a physical project. This inquiry describes a physical project only. An applicant proposing to create a safe passage for children walking to school may want to approach the school about collaborating on a Safe Routes to School initiative. Safe routes for children to walk to school are eligible under the RFI guidelines provided that a policy change is a major part of the overall initiative.

In-kind staff persons are eligible to conduct the initiative provided that, at minimum, one full-time coordinator is devoted to the initiative.

**A10**

[Is a bicycle master plan eligible for funding?]

A bicycle master plan could be the topic of a policy initiative if it is sufficiently complex to merit funding. For example, the proposal would need to specify that the initiative would develop an original bicycle master plan or implement an already existing bicycle master plan. A bicycle master plan must also be accompanied by a corresponding physical project in order to comprise a full proposal. Please refer to pages 7-15 of the RFI for details on eligible proposals.

## Section 2 (RFI VIII-IX: pages 15 - 19)

### A11

Can we propose to serve (1) Other Service Planning Areas outside of [the SPA in which we work]? (2) How many additional SPA's can we propose to work in under the guidelines of this RFI? [Who would our required partners be in this case?]

(1) An applicant may conduct an initiative in a city/unincorporated area other than that in which the applicant is located. If the applicant is not located in the city/unincorporated area where the initiative will take place, then the applicant must either (a) have two years experience working in that city/unincorporated area, OR (b) partner with an organization (in addition to the city) that has been located in the city/unincorporated area for a minimum of two years and that has knowledge of and connection to the community. Please refer to page 16 of PLACE RFI 2007-01 for additional information regarding eligibility requirements for lead agencies in this scenario.

(2) There are two ways to interpret this inquiry. You may be asking about (a) a single proposal for an initiative that covers more than one city/unincorporated area (i.e. the same policy change and/or the same physical project spanning multiple cities or unincorporated areas), or (b) multiple proposals for different initiatives in different cities/unincorporated areas (i.e. different policy changes and/or different physical projects). Both options are permitted. However, applicants are required, at minimum, to complete one full initiative in one city or unincorporated area, with all required partners within that particular city or unincorporated area. If an applicant chooses to expand a single proposed initiative by working in more than one city, such a proposal will be strengthened by the inclusion of all appropriate partnerships within the additional proposed cities. The PLACE Program expects to fund proposals that use financial resources wisely and have reasonable goals for the implementation of the initiative; therefore, applicants are encouraged to expand proposals to more than one city/unincorporated area *only if* it can be convincingly demonstrated that sufficient resources and partnerships can be maintained with the funding provided. Please note that such expansion will not result in increased funding. Each lead agency is eligible to receive no more than the County maximum obligation indicated in the RFI and Sample Agreement.

An applicant considering submission of more than one proposal should refer to Inquiry A12.

### A12

Please let me know if two applications from [two departments in] a single city are permissible and whether both could be funded.

More than one proposal per applicant is permitted. However, an applicant submitting two or more proposals must be aware that said proposals will be competing against themselves; because geographical distribution of grant awards throughout the county is taken into consideration, it is anticipated that no more than one applicant will be funded in any given Service Planning Area. Furthermore, should an applicant choose to submit more than one proposal, each separate proposal must be complete, with all required components of the full proposal. The PLACE Program encourages all applicants to use resources wisely to submit the best possible proposal, rather than multiple, less complete, proposals.

### Section 3 (RFI X-XI, pages 19-29 and XV, pages 43-44)

#### A13

Would we have to identify a) the specifics of the physical project we would install and b) its corresponding budgets in the grant application?

- a) A general description of the physical project should be included in the narrative section of the proposal under sections 2a5 and 2a6 as outlined on page 25 of the RFI. In addition, the cover letter requires applicants to specify the location of the physical project. (Refer to page 22-23 of the RFI for cover letter specifications.) Applicants do *not* have to describe the specifics of their physical project in their proposal if, for example, they need to conduct more community engagement to identify the specifics of the physical project.
- b) Physical project costs are not included in the budget that is submitted as part of the full proposal; applicants will develop the budget for the physical project during Phase I of the initiative (refer to Appendix C, Scope of Work, on page 63 of the RFI).

### Section 7 (RFI XIX: pages 49 - 69)

#### A14

According to our reading of the RFI, it appears Appendix A1 Line Item Budget Instructions, Item B. Subcontractors and Consultants would require the City to have already selected a consultant and identified a budget for each task... Can the [applicant] satisfy this requirement by identifying what consultant services by task we would be requesting and an anticipated budget for the services?

The budget submitted as part of the full proposal is only required to include *anticipated* costs for subcontractor and consultant services. Specific subcontracts between PLACE Program grantees and their subcontractors will be approved by the Director on a case by case basis once PLACE Program funding has been awarded, as outlined on pages 16-19 of the Sample Agreement. It is not necessary for Applicants to select consultants prior to receiving funding. However, applicants should identify the tasks that will be performed by consultants as well as the anticipated budget for these services.

#### A15

If we are able to issue an RFP for consultant services and enter into a contract after the awarding of the grant, would we be able to receive approval for budget adjustments within the grant funding levels in order to reprogram funds for the various policy and physical project development costs?

Approval will be given for line item budget adjustments on a case by case basis, with sufficient justification, as long as the revised budget is in keeping the policy initiative and physical project in the original proposal and does not exceed the original funding allocation.